



Trustees' Annual Report for the period

	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
From	1	9	2020	To	31	08	2021

Section A

Reference and administration details

Charity name

SCAMPPS in Surrey

Other names charity is known by

SCAMPPS

Registered charity number (if any)

1181248

Charity's principal address

PO Box 503

Epsom

Surrey

Postcode

KT17 9DE

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Selina Master			
2	Brendan Brophy	Chair		
3	Jeremy Thomas	Honorary Secretary		
4	Donna Kemp			
5				
6				
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10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Administrative/Membership Secretary: Louise Beattie

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document

Constitution

How the charity is constituted

Charitable Incorporated Organisation (CIO) registered on December 18th 2018

Trustee selection methods

Elected by membership

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

This Charity was formed in 2018 as a CIO to take over the activities of an unincorporated association (the "Predecessor Charity") which had been founded in 2004 and had similar charitable objectives.

The Charity is managed by the Trustees, who are accountable to the members. Potential beneficiaries who wish to access the services of the charity are enrolled as associate members. Associate membership involves no rights or responsibilities but associate members can also apply to be full members.

The Board of Trustees assisted by a number of additional volunteers (together the Committee), has a broad representation of those who are either clinical professionals working in the field of special care or those who are parents of a child with complex or special needs.

The Board met 7 times during the financial year (due to the pandemic, all meetings were held on Zoom).

Approval of bids for funding of equipment is delegated to a finance subcommittee subject to a limit set periodically by the Board. All bids must be approved by at least one trustee member of the subcommittee. The Bid criteria are regularly reviewed.

All Board and Committee members come with differing skills and experience which creates a wealth of expertise.

Sharon Gosling continues to give her support, time and expertise to the Finance subcommittee.

Hannah Coleman effectively and efficiently researches potential social events for SCAMPPS members, which are now recommencing after the pandemic.

The Administrator Louise Beattie, has once again used her excellent organisational skills to manage a successful recruitment campaign for associate members, to administer the important bid process and to run a number of extremely successful and popular family events during the year, including on line events. Louise also undertakes the role of Treasurer. She is assiduous in her accounting procedures and continues to be a valuable asset to the charity.

The charity has continued to ensure that it has robust governance procedures in place relating to finance, safeguarding, data protection and social media.

The Safeguarding and Data Protection Policies and Financial Controls are subject to annual review.

Risk Assessments are carried out before every event, with one of the trustees and the Administrator reviewing venues, access and safety issues in advance.

There is an effective system in place for networking and sharing information with other local charities and groups such as 21&Co. and Louise ensures that any local events or information which is relevant for the membership, is circulated and shared.

The charity continues its strong links with Reach for the Stars which provides the opportunity for parents to meet face to face.

Section C

Objectives and activities

Summary of the objectives of the charity as set out in its governing document

SCAMPPS supports children with complex and special needs in Surrey.

Its objectives are to:

- To support children living in Surrey who have additional needs
- To support the parents, carers and their families
- To provide or assist in the provision of facilities, support services and equipment not normally provided by the Statutory Authorities
- To organise social events for the children and their families
- To provide information and advice
- To link with other local charities and networks

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The main activities undertaken for the public benefit are:

- 1) The provision of specialist equipment to support the needs of special needs children. To receive this support, families are asked to complete a written application, which must include the support of a health professional. Each application is considered by the Board sub-committee which includes relevant professional expertise. The Charity does not finance equipment which is available from the statutory authorities, and the criteria are explained in more detail on our website at www.scampops.org.uk where the application form can also be found.
- 2) The arrangement of events for children and their families including entertainment events, activity events such as cycling course, ice skating and swimming, and social events.
- 3) The provision of information to members including details of possible sources of further support and details of activities arranged by other organisations which may be of special interest.

The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

There is a core membership that perform the majority of the work for the Charity for which we continue to express our gratitude.

Summary of the main achievements of the charity during the year

The Charity has had a stable year with regard to finance with income marginally exceeding expenditure.

Funding for equipment:

The Charity funded a total of 18 bids (2020 :13) for specialist equipment including 3 Tomcat trikes, a travel pod and various items of therapy and electronic equipment. Some families have particularly benefitted from successful applications for items of equipment to help their child when lockdown has exacerbated issues related to their health and well-being.

The trustees are pleased that this year we have been able to help more families at a similar overall cost to the previous year.

Events:

The whole of the year was affected by the pandemic, such that in person events were either prohibited or, in the trustees' opinion, inadvisable given in particular the vulnerable status of many of the charity's beneficiaries. We did hold a number of 'on line' entertainment events, all of which proved very popular. There was also a short cycling event and in the summer of 2021, we restarted the regular coffee mornings in the outdoor setting at Ashted Garden centre and Bockett's Farm.

Administration

With the closing of Little Steps in Ashted, a key objective for the Charity has been to find new ways to ensure we reach new potential beneficiaries. During the year we contacted appropriate schools in our area and provided them with our literature. This approach was largely responsible for a substantial increase in the number of associate members from 176 at the beginning of the year to 250 at 31 August 2021.

Fundraising

None of our activities would be possible without the support of our donors. Some of the donations we receive come through our fundraiser, others from the efforts of the trustees and our administrator and some are entirely unsolicited.

The trustees are extremely grateful to all donors who have supported the Charity so generously in a year which has been anything but normal, and make special mention of the following who each gave us over £1,000:

Morrisons Foundation
Peter Harrison Foundation
Michael Bruce
Broughton Family Charitable Trust
Loseley and Guildway Charitable Trust
J Vassiliou Charitable Trust
Casey Trust
Music Sales Charitable Trust

Section E

Financial review

Brief statement of the charity's policy on reserves

In order to allow continuation of the Charity's work in the event of fluctuations in income, the Charity aims to maintain reserves equal to the latest budgeted annual expenditure.

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Over the period, we have been very fortunate to receive a total of £19,251 (2020: £9,472) in donations. The majority of the donations were received from a variety of Charitable Trusts and Foundations including through the efforts of our professional fundraiser.

Total income for this period was £19,251 (2020: £9,782)

Total expenditure for the period was £19,118 (2020: £23,445)

Key areas of expenditure were as follows:

- purchase of specialist equipment £11,773 (2020: £12,687).
- The remaining funds were spent on:
 - SCAMPPS events £145 (2020: £2,362). The reduction was due to being restricted largely to on-line events.
 - Fundraising and overhead costs £7,200 (2020: £8,396)

The total closing funds on 31st August 2021, were £26,809 (2020: £26,676) which included restricted funds of £6,000 (2020: £nil) representing donations received for a cycling course to be held after the year end.

SCAMPPS is in a good financial position to continue supporting more events and funding of bids for specialist equipment (2 of the main objectives of the Charity).

Section F

Other optional information

During 2020/21, SCAMPPS has capitalised on the improvements made over the past few years, utilising the strong team of enthusiastic and dedicated volunteers to provide specialist equipment where needed, to continue to support families, and to provide on-line entertainment to the children, despite the restrictions on our activities due to the pandemic.

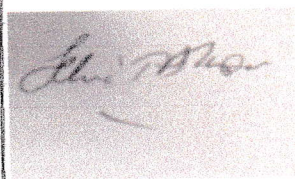
Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Selina Master

Brendan Brophy

Trustee

Chair of Board of Trustees

Position (e.g. Secretary, Chair,
etc)

Date 7 June 2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

SCAMPPS in Surrey

1181248

Receipts and payments accounts

CC16a

For the period
from

01-Sep-20

To



31-Aug-21

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	13,251	6,000	-	19,251	9,472
Event contributions	-	-	-	-	299
Interest	-	-	-	-	11
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	13,251	6,000	-	19,251	9,782
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	13,251	6,000	-	19,251	9,782
A3 Payments					
Funding of specialist equipment	11,773	-	-	11,773	12,687
Events	145	-	-	145	2,362
Fundraiser commission	3,445	-	-	3,445	3,778
Administrator	1,964	-	-	1,964	2,732
Insurance	347	-	-	347	333
IT support	611	-	-	611	908
Other administration	833	-	-	833	645
	-	-	-	-	-
	-	-	-	-	-
Sub total	19,118	-	-	19,118	23,445
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	19,118	-	-	19,118	23,445
Net of receipts/(payments)	5,867	6,000	-	133	13,663
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	26,676	-	-	26,676	40,339
Cash funds this year end	20,809	6,000	-	26,809	26,676

Section B Statement of assets and liabilities at the end of the period

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current account	20,809	6,000	-
		-	-	-
		-	-	-
	Total cash funds	20,809	6,000	-
	(agree balances with receipts and payments account(s))			
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		Brendan Brophy	07-Jun-22
		Jeremy Thomas	07-Jun-22